

MEMORANDUM  
DEPARTMENT OF COMMUNITY HEALTH  
LANSING, MICHIGAN 48913

TO: All Central Office Employees

FROM: Norde James, Acting Human Resources Manager

SUBJECT: Medical Leave, Family Medical Leave Act (***FMLA***), Work Related Injuries

The Office of Human Resources (OHR) is not always being notified or updated when illness or injury causes an employee to be absent from work for several days. Following is the procedure to follow when employees are away from work for medical reasons.

**FMLA ELIGIBILITY**

Eligible employees are those who have satisfactorily completed an initial probationary period (2080 hours) and worked at least 1,250 hours in the previous 12-month period.

**LEAVE OF ABSENCE ELIGIBILITY**

See attached table and refer to appropriate Bargaining Unit.

**MEDICAL LEAVE**

It is the **supervisor's** responsibility to advise OHR when an employee will be away or has been absent **three (3) or five (5) consecutive work days (depending on the Bargaining Unit or Civil Service Regulation)** or is using sick leave credits for recurring physical therapy appointments or other on going treatments related to a medical condition. It is also the supervisor's responsibility to keep the Division's Director informed of employee absences. OHR will provide the employee an Application for a leave of absence/FMLA form and other necessary information related to insurance coverage and/or Long Term Disability (LTD) benefits. It is the **employee's** responsibility to complete the forms, submit it to the supervisor for signature and forward to OHR, upon knowledge of the leave. It is permissible for an employee to submit medical documentation directly to OHR. It is the Office of **Human Resources'** responsibility to notify the supervisor when the employee reports the leave directly to OHR.

If the leave is for a personal illness/injury, the employee is to provide to OHR an Application for a leave of absence/FMLA form and Medical Certification Form. OHR will review the request for approval and notify the employee of the status of the leave. A leave is not approved until the request has been submitted and approved by the Office of Human Resources.

If the leave is for emergency reasons, the employee or a family member may contact OHR and request that Application for Leave of Absence/FMLA and Medical Certification forms are mailed to the employee's home. If the employee has prior knowledge of an impending leave, the employee should obtain the appropriate forms and approvals at least seven workdays before the last day at work. Also, employees should contact the OHR at this time to review information such as Long Term Disability (LTD) benefits, continuation of insurance benefits (COBRA) and

sick/annual leave usage. Daily call-in required until notice of approved Leave of absence is received from OHR.

If an employee leaves on a non-emergency leave without prior approval from OHR the employees time will be recorded as lost time until OHR receives required forms and the leave is approved.

Hospitalization for any duration requires a physician's statement indicating medical clearance to return to work.

Be advised that Human Resources may approve less time off work than requested and/or periodically request updated medical information during an approved medical leave. Employees are required to submit documentation when requested. Failure to do so could result in denial of further medical leave.

A FMLA request for time away from work for family care must also have a physician's statement stating the reason for the request. This does not require a diagnosis but a statement indicating the necessity of the employee's absence from work to provide family care.

### **NEW REQUIREMENT**

***Employees must submit to their supervisor a return to work authorization form signed by Human Resources PRIOR to returning to work. The employee is not allowed to return to work without this form. If the employee has not obtained the return to work authorization form the supervisor must advise the employee to contact OHR immediately.***

If the employee is unable to return upon the initial expiration of the leave of absence, the employee must submit an updated physician's statement. OHR will review and determine if the requested extension will be granted. All extensions must include diagnosis, prognosis, and expected date of return. OHR will advise the supervisor of all approved extensions.

All return to work statements must be reviewed by Human Resources prior to the employee returning to duty. If there are restrictions, Human Resources will review for accommodation and advise if a formal accommodation request is necessary.

### **WORKERS' COMPENSATION**

If an employee has a work related injury, an accident report form must be completed within 24 hours of the injury and OHR must be notified immediately. If treatment is needed for this injury, OHR will provide authorization for treatment at Sparrow Hospital, St. Lawrence Campus. If emergency transport is necessary, use the most expeditious means possible. For state owned buildings in Lansing the DMB emergency number should be used (3-0190). This will result in the quickest response for emergency transport. Employees will be granted administrative leave for this treatment only on the day of injury. All information and medical bills related to a work injury will be forwarded by OHR to Citizens Management Incorporated (CMI) for review and payment under the Workers Compensation process. A physician's statement must be provided to cover any absences from work due to the injury.

A work related injury becomes "compensable" if the employee is required to be off work eight days or more. Sick leave would be used for the first seven days off work. CMI would begin to compensate the employee two thirds (2/3) of their normal pay commencing on the eighth day. If

the employee must be off work for fifteen days or more, compensation would be paid retroactive to the date of the injury. The Office of Human Resources is responsible for monitoring this process and will work with injured employees to ensure return to work as soon as practicable. It is important that we maintain communication with injured employees to ensure they are aware of benefits and return to work programs.

Whenever possible OHR will work diligently to return employees to work as soon as possible, light duty assignments or transitional employment, employees will be returned to work on a limited capacity wherever possible until the employee can return to regular duties without restrictions. Your timely communication and cooperation with OHR in these areas will result in more efficient services for DCH employees. Should you have questions, please contact Kimberly Scates at (517) 335-0202.

Related Web Sites:

Michigan Department of Civil Service

<http://www.michigan.gov/mdcs/>

*Regulation 2.03*

United States Department of Labor

<http://www.dol.gov/elaws/esa/fmla/faq.asp>